

## **FIRE INSPECTOR**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses specialized, non-supervisory positions in the Fire Inspection Division, the primary duties of which include conducting fire inspections of buildings to ensure compliance with fire codes and performing re-inspections to ascertain that fire hazards have been corrected. Incumbents in this class educate the public on fire hazards and safety and maintain records and reports required to document the activity of the Fire Inspection Division. Fire Inspectors work independently in most areas, reporting to and receiving special assignments from the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Prepares for inspections by reviewing previous inspection reports to become familiar with potential hazards. Reviews building plans and specifications to review sections of the applicable codes for the particular type of occupancy. Contacts the owner/occupant upon arrival at inspection site, obtains permissions for inspection, and gives brief detailing of the inspection procedures.

Conducts inspections of commercial and business buildings, multi-unit residential buildings, schools and institutional buildings. Inspects interior and exterior of buildings, including locked areas, and collects information to be used in determining that buildings comply with all applicable fire safety codes, including inspecting fixed fire extinguishing systems and standpipe systems, functional aspects of fire detection and alarm systems, portable fire extinguishers, heating and air-conditioning systems, cooking equipment safeguards and general housekeeping practices. Checks structures for electrical hazards. Inspects water sources, hydrants and the location of doors, windows and fire escapes to ensure fire safety standards are met.

Determines that buildings meet fire resistance requirements for their construction type, evaluating buildings to ensure that they have not suffered structural abuse which might render them unsafe, and assuring that the means of egress from buildings are sufficient for the assigned occupant load. Estimates the fire load of a building and assigns a fire load classification by assessing structural components, interior finish, floor finish,

and combustible contents of the building, in order to estimate the loss potential and contribute to planning efforts.

Inspects storage areas for flammable and combustible liquids and sites for the storage of hazardous materials; equipment and systems for the handling, transferring, or transporting of hazardous materials; and processes requiring the use of hazardous materials to ensure that proper safety precautions are being followed and that all applicable codes are being met.

Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections, and outlining conclusions reached and recommendations made as a result of findings. Takes photographs to document conditions at the time of the inspection. Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards. May conduct fire cause investigations.

Enforces fire prevention codes and ordinances by reinspecting buildings where violations of fire codes occurred and, if necessary, issuing citations, assessing fines, or serving court summonses or stop work orders for non-compliance with fire codes. Prepares information and evidence from inspections for use in a court proceeding and testifies in court or serves as an advisor to the prosecutor.

Collects information for pre-fire plans by visiting businesses, schools, and other places of public assembly in order to record any area features which might become important in a fire or emergency situation. Develops pre-fire plans from information gathered by evaluating the information and determining the appropriate response by fire fighting companies. Reviews building plans to identify potential fire protection problems and assists institutions and business owners in complying with code requirements and developing solutions for fire prevention problems. Oversees fire safety in public assembly occupancies at major public events assuring that fire codes are met. Issues permits required for special conditions, circumstances, or equipment which may be fire or safety hazards.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance in projects of mutual concern when needed. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help improve ISO ratings. Studies new laws, regulations, ordinances, and court rulings relating to fire prevention operations. Maintains a reference library on fire inspections, investigations, and public fire education topics for use by fire department personnel.

Provides for the preparation and maintenance of division records and reports by reviewing reports completed by subordinates. Establishes policy concerning what information should be included in division records and determines in what form this information should be kept. Receives and evaluates requests for release of fire prevention records following applicable laws and department policies. Compiles, organizes, and analyzes data needed, and personally completes reports and forms required to document division activities. Evaluates division needs and recommends purchases of equipment for use in the department's fire prevention programs. Orders, disburses and maintains an inventory of supplies and equipment used by the division.

Delivers lectures about fire prevention or demonstrations on fire safety to schools, clubs or other organizations. Develops and evaluates fire prevention education curriculum by analyzing the targeted audience, designing the appropriate method of presentation and evaluating the effectiveness of the curriculum. Educates the public about fire hazards and provides information about built-in fire protection. Responds to questions from the public about the operation of the Fire Inspection Division. Receives complaints from the public on hazards or on possible violations of fire codes, records all pertinent information, and processes the complaint following departmental procedures.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any

one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

**AND**

Must have at least three (3) years of full-time work experience with a paid fire department or other fire service related organization(s), the primary duties of which included fire suppression, fire inspection, or fire prevention.